

Brookhaven National Laboratory National Synchrotron Light Source		Number: LS-ESH-0016	Revision: 4
		Effective: 08/21/2002	Page 1 of 2
Subject: Radiation Badge Wearer's Instructions at the NSLS			
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*Document must contain approved signatures for validity.

It is only through proper use of the TLD-based radiation badges that you, as an NSLS staff member or user, are going to receive accurate information on any dose acquired while you are working here at the NSLS. The following items provide proper badge behavior information.

1) You **must** wear your badge while in a Controlled Area, i.e. the NSLS Experimental Floor, and the SDL (Bldg. 729); and while working with radioactive materials. It is suggested that you wear a radiation badge while in the posted second floor offices in Bldg. 725.

A **Permanent Badge**, if you are here for longer than 6 months, can be obtained through the RCD Facility Support Representative (x4211) after the requisite training is completed.

A **Temporary Badge** can be obtained from the User Administration Office during normal working hours or the Control Room at any other time after completing the requisite training. For information on training requirements, contact the NSLS Training Coordinator, x2295.

2) Wear your badge on your torso **between** your neck and waist with the color band facing out. **Do not** cover your radiation badge with clothing or any other material.

Do not wear your badge on your sleeve or inside a pocket.

3) Permanent badge holders, return your badge to its assigned board and numbered slot at the end of **every** workday.

Temporary Badge holders, return your badge to a **TEMP** slot on any board that is convenient.

Do Not take your badge off-site.

NOTE: it is often easier to automatically put your badge on when you arrive and return your badge to its board when you leave the NSLS at the end of your day. This way you do not have to make decisions about wearing your badge depending on your work habits and location.

4) **Never** wear someone else's badge.

Never loan your badge to another person.

5) If your badge is **lost** or **damaged** or **defaced** (broken open; exposed to excessive heat, bright sunlight, water, chemicals), immediately contact the Facility Support Representative at x4211 during work hours or the Control Room during off hours.

In the event that you inadvertently take the badge back to your home institution, you should return it immediately by mail to: Personnel Monitoring, Bldg. 535A, Brookhaven National Laboratory, Upton, NY 11973-5000. Please attach your name and telephone number in case any questions arise.

6) If your physician is going to administer **radiopharmaceuticals** to you, notify the NSLS ES&H Coordinator (x2490) well beforehand so he can establish badge protocols with you.

Do not wear your radiation badge when you are being given **chest/dental x-rays or radiation treatment.**

Notify the ES&H Coordinator if you suspect your radiation badge may have been exposed to medical or other non-work related radiation, e.g. airport x-ray screening machine.

Number: LS-ESH-0016	Revision: 4	Effective: 08/21/2002	Page 2 of 2
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7) If you are found on the experimental floor **without** your radiation badge, you will be told to leave the floor immediately and retrieve your badge from your office or home. If this is not feasible, contact User Administration or the Control Room for a temporary badge.

Operations and Safety personnel will enforce this policy.

8) For **Temporary Badge Holders**: when you have completed your work at the NSLS and are going back to your home institution, deposit your Temporary Badge in any of the badge board **“Returned Badge” bins**.

9) **Badge Exchange Days:** At the beginning of each month, over a Friday to Monday period, you will be notified of the monthly badge exchange.

Permanent Badges: on the Friday, old **Permanent Badges** are removed from each board. They are placed on a wire exchange rack located on the floor below the board. New badges (different color band) are placed in the board slots. Promptly pick up your new badge from your board. If your old badge is still in your possession, leave your old badge on the wire exchange rack or in the board’s “Returned Badge” bin (DO NOT PLACE YOUR OLD BADGE BACK ON THE BOARD!). Old badges will be removed a few days later. Failure to return your badge in a timely fashion will delay analysis of your badge and could deplete the supply of badges needed for the following month.

Temporary Badges: deposit your badge in any board’s “Returned Badge” bin or in the User Administration bin and obtain a new badge from User Administration during normal work hours or the Control Room at any other time. Old badges will be automatically removed from the badge boards a few days after new badges are made available.

10) **Missing Permanent Badges:** If you go to your badge board on badge exchange day and find that your new badge was not issued, it is due to one of three reasons:

- Your radiation training qualification has expired and your badge is being withheld.
- Your radiation training requalification records were not entered into the BNL Training Database by the time the badge exchange took place.
- The badge from the previous month was not returned and is still in your possession.

Please contact the Facility Support Representative (x4211, Rm. 1-175) for information.

SPECIAL NOTES

Minors, under 18 years of age, have special limits for exposure to ionizing radiation. Follow the guidance in [NSLS ES&H PRM 0.1.0](#).

Pregnant women also have special limits for exposure to ionizing radiation. Follow the guidance in [NSLS ES&H PRM 3.2.2](#).